

## Office of State Treasurer

Post Office Drawer 11778  
Columbia, SC 29211-1778  
(803) 734-2657  
Fax (803) 734-2161

# ***REMITTING COURT FINES BY ACH***

## ***IT'S AS EASY AS 1-2-3***

In order for your City or County to take advantage of ACH debit payment of your court revenue due to the state

**STEP 1:** Complete the authorization form and mail to the State Treasurer's Office with a deposit slip or voided check.

**STEP 2:** Complete the Monthly Remittance form as usual.

**STEP 3:** Mail or fax the remittance form to the State Treasurer's Office so that it is **received** no later than **5:00pm** on the 15<sup>th</sup> of the month.

That's it! We'll take over from there.

On the 17<sup>th</sup> of the month (or the next business day if a weekend, the State Treasurer's Office will debit the account you instructed us in Step 1 for the amount reported to us on the Monthly Remittance Report in Step 2.)

The State Treasurer's Office will mail you a **Treasurer's Receipt** for the amount drafted from your account.

**It's AS EASY AS 1-2-3!**

**So, save a lot of time and sign up today!**

*Mail the form and a deposit slip or voided check to the Office of State Treasurer.*

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## ACH DEBIT AUTHORIZATION FORM

Pursuant to Section 36 of the 1994-95 General Appropriations Bill, related to the distribution of court fines, forfeitures, other revenues, and assessments, I hereby authorize the State Treasurer's Office to reduce via ACH (Automated Clearing House) the bank account designated below on or about the fifteenth of each month.

**COUNTY/CITY**      Code \_\_\_\_\_      Name \_\_\_\_\_

**Designated Bank** \_\_\_\_\_

**ABA Number** \_\_\_\_\_

**Account Name** \_\_\_\_\_

**Account Number** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

*Mail **this form and a deposit slip** or voided check to the Office of State Treasurer.*